

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem. 2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the project. 3. The third step is to develop a plan or strategy to address the problem. This involves identifying the resources needed, the tasks to be completed, and the timeline for the project. 4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress regularly. 5. The final step is to evaluate the results of the project. This involves comparing the actual outcomes with the objectives and goals to determine the success of the project. 6. If the project was successful, the next step is to document the results and share them with the relevant stakeholders. 7. If the project was not successful, the next step is to identify the reasons for failure and learn from the experience to improve future projects. 8. The process of project management is an ongoing one, and it is important to remain flexible and adaptable throughout the project. 9. Communication is a key element of project management, and it is important to keep all stakeholders informed of progress and any changes to the plan. 10. Finally, it is important to celebrate the success of the project and recognize the contributions of all team members.

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Class	Subclass	Date	Examiner

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